# Kotak Mahindra Corporate NetBanking

# User Guide

This internal document has been created for the benefit of Kotak Mahindra Corporate NetBanking Users, to familiarise them with the features. The information as well as screen shots contained in this document are based on the present features available in Kotak Mahindra NetBanking and are subject to change. The screen shots given in the document are indicative in nature and may display some facilities which are currently not offered. The contents of this document must not be used for any other purpose without the prior written consent of Kotak Mahindra Bank Limited.

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Welcome to the Kotak Mahindra Corporate NetBanking. This manual is a step-by-step guide to Corporate Netbanking Facility.

## Introduction

Kotak Mahindra NetBanking provides you with the convenience of banking from your desktop. You can access any authorised accounts with the bank over the Internet. This manual delves into the system's features and their usage. Kotak Mahindra NetBanking facilitates:

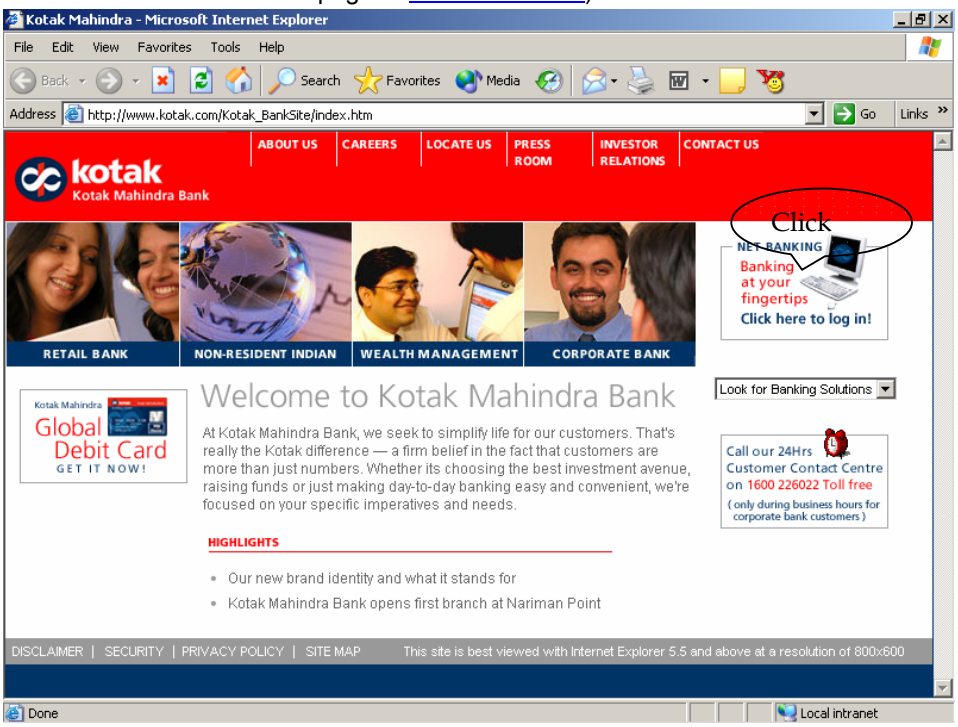
1. **General Inquiry / Account Inquiry (Available to all authorised signatories)**
   - Account Summary (Viewing summary of all the accounts with the bank)
   - Account Activity (Viewing transaction details related to an account)
   - Account details (Viewing account details)
   - Cheque status (Inquiring on the status of cheques)

2. **General Transactions (Available to only those authorised signatories who can sign singly as per Board Resolution)**
   - Cheque Book Request
   - Stop Cheque Request

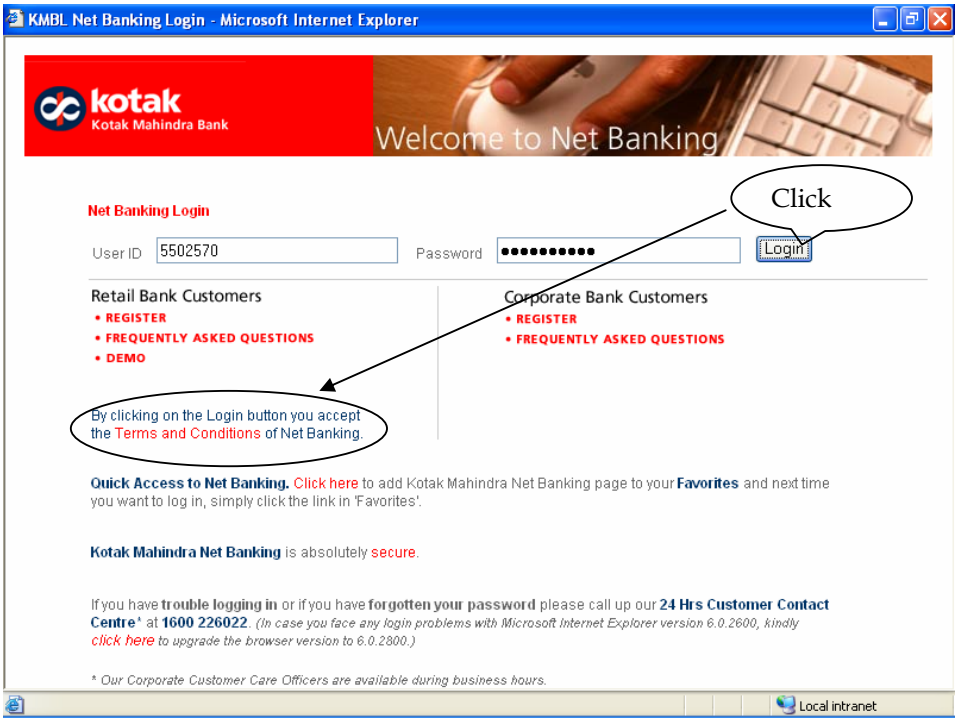
3. **Viewing Demat Account Details (Available to Authorised Signatories of Demat Accounts)**
   - Account Details
   - Holding Details
   - Account Statement
   - Billing Details

## Logging in

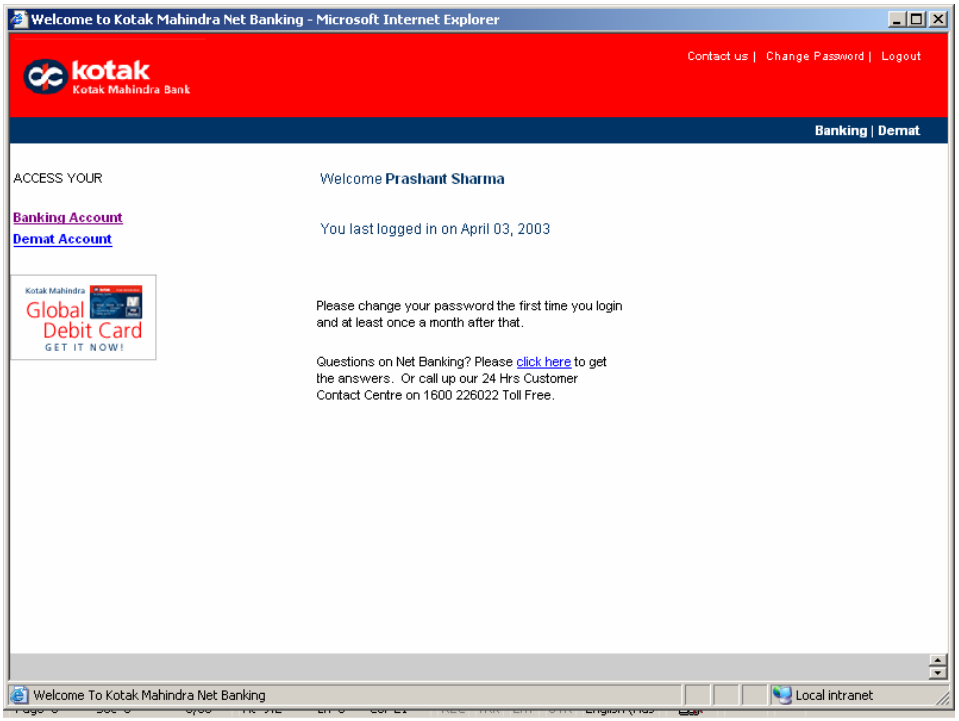
1. Client User will reach Kotak Mahindra Bank's Home Page (after clicking on "bank" on the home page of www.kotak.com)


Kotak Mahindra - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.kotak.com/Kotak_BankSite/index.htm
ABOUT US
CAREERS
LOCATE US
PRESS ROOM
INVESTOR RELATIONS
CONTACT US
kotak
Kotak Mahindra Bank
Click
NET BANKING
Banking at your fingertips
Click here to log in!
RETAIL BANK
NON-RESIDENT INDIAN
WEALTH MANAGEMENT
CORPORATE BANK
Look for Banking Solutions
Kotak Mahindra
Global Debit Card
GET IT NOW!
Welcome to Kotak Mahindra Bank
At Kotak Mahindra Bank, we seek to simplify life for our customers. That's really the Kotak difference — a firm belief in the fact that customers are more than just numbers. Whether its choosing the best investment avenue, raising funds or just making day-to-day banking easy and convenient, we're focused on your specific imperatives and needs.
Call our 24Hrs Customer Contact Centre on 1600 226022 Toll free
( only during business hours for corporate bank customers )
HIGHLIGHTS
Our new brand identity and what it stands for
Kotak Mahindra Bank opens first branch at Nariman Point
DISCLAIMER | SECURITY | PRIVACY POLICY | SITE MAP
This site is best viewed with Internet Explorer 5.5 and above at a resolution of 800x600
Done
Local intranet

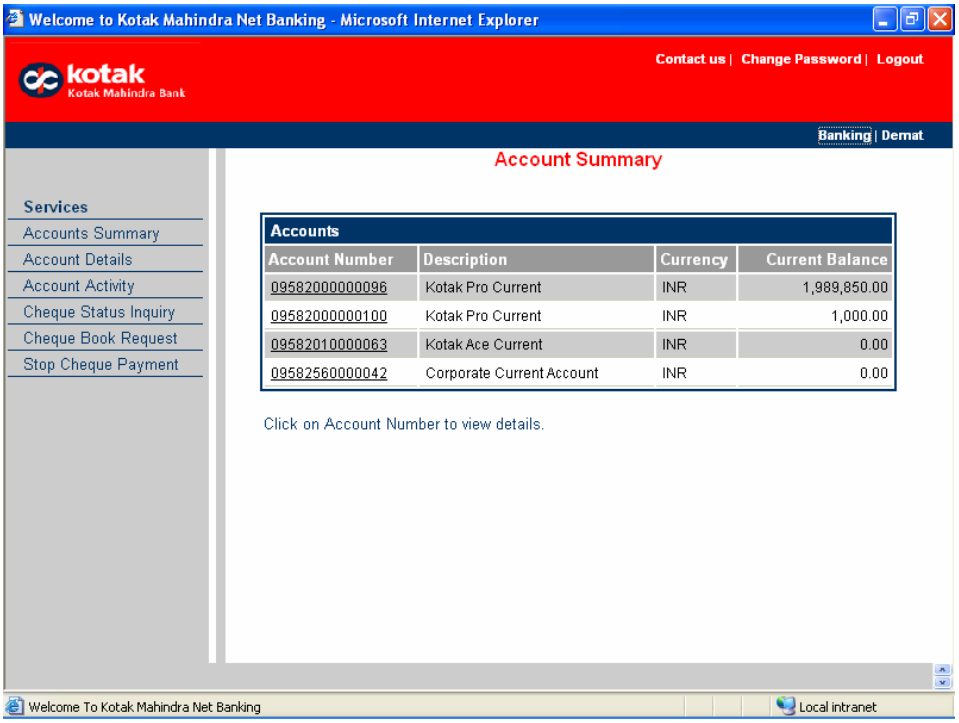
2. On Clicking "Net Banking" on the bank's home page, the following page is displayed.


KMBL Net Banking Login - Microsoft Internet Explorer
kotak
Kotak Mahindra Bank
Welcome to Net Banking
Click
Net Banking Login
User ID 5502570
Password
Login
Retail Bank Customers
• REGISTER
• FREQUENTLY ASKED QUESTIONS
• DEMO
Corporate Bank Customers
• REGISTER
• FREQUENTLY ASKED QUESTIONS
By clicking on the Login button you accept the Terms and Conditions of Net Banking.
Quick Access to Net Banking. Click here to add Kotak Mahindra Net Banking page to your Favorites and next time you want to log in, simply click the link in 'Favorites'.
Kotak Mahindra Net Banking is absolutely secure.
If you have trouble logging in or if you have forgotten your password please call up our 24 Hrs Customer Contact Centre* at 1600 226022. (In case you face any login problems with Microsoft Internet Explorer version 6.0.2600, kindly click here to upgrade the browser version to 6.0.2800.)
* Our Corporate Customer Care Officers are available during business hours.
Local intranet

3. After keying in User Id (your Customer Relationship Number) and Password and clicking on Login (by clicking on “Login”, you will be accepting Terms and Conditions of NetBanking, details of which are available on www.kotak.com), the following page is displayed. The page displays User’s Name and the last login date.


Welcome to Kotak Mahindra Net Banking - Microsoft Internet Explorer
kotak
Kotak Mahindra Bank
Contact us | Change Password | Logout
Banking | Demat
ACCESS YOUR
Banking Account
Demat Account
Welcome Prashant Sharma
You last logged in on April 03, 2003
Kotak Mahindra
Global
Debit Card
GET IT NOW!
Please change your password the first time you login and at least once a month after that.
Questions on Net Banking? Please click here to get the answers. Or call up our 24 Hrs Customer Contact Centre on 1600 226022 Toll Free.
Welcome To Kotak Mahindra Net Banking
Local intranet

4. Click on ***Banking*** to access banking transactions




Only those options offered by Bank to you and availed by you only and for which requisite rights by the Bank have been given to you are available to you.

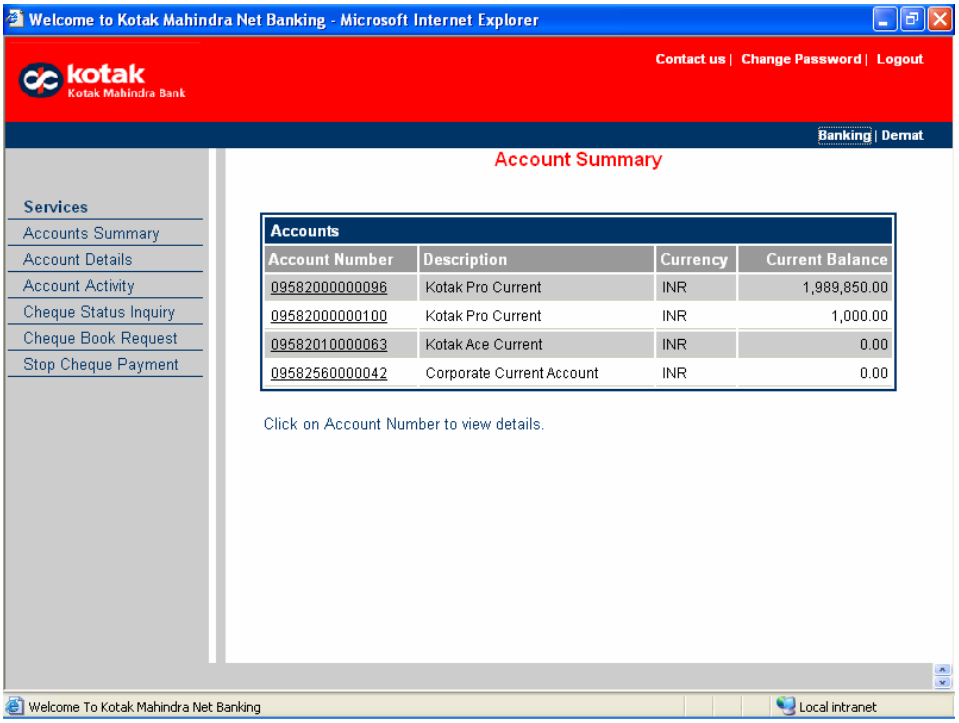
The services are categorised as below. You can perform the tasks provided you have the requisite rights.

**Services**

- Account Summary - View the summary of your company's accounts
- Account Activity - View the history of transactions carried out for an account
- Account Details - View the details of an account
- Cheque Status Inquiry - Inquire on the status of a cheque for an account.
- Cheque Book request - Place a request for a cheque book
- Stop Cheque Payment - Place a request to stop the encashment of a cheque based on your rights

## Account Summary (default)

The account summary displays the account number and the current balance in the account in the account currency. This is the default page under Banking option. The account summary page is displayed with the current balances in all the accounts linked to the User.



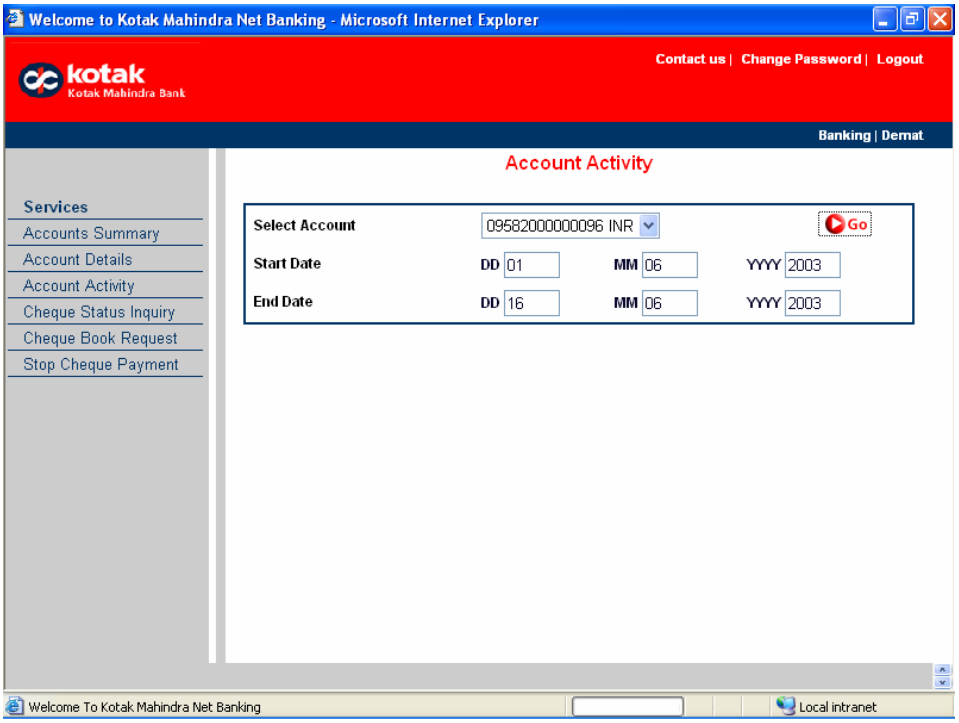

The details of the information displayed is given below :

| Heading | Description |
|---|---|
| Account Number | The account for which the current balance is displayed. |
| Description | The product of the Bank under which the account was opened |
| Currency | Currency of the Account |
| Current Balance | The balance after the last movement in the account. |

## Account Activity

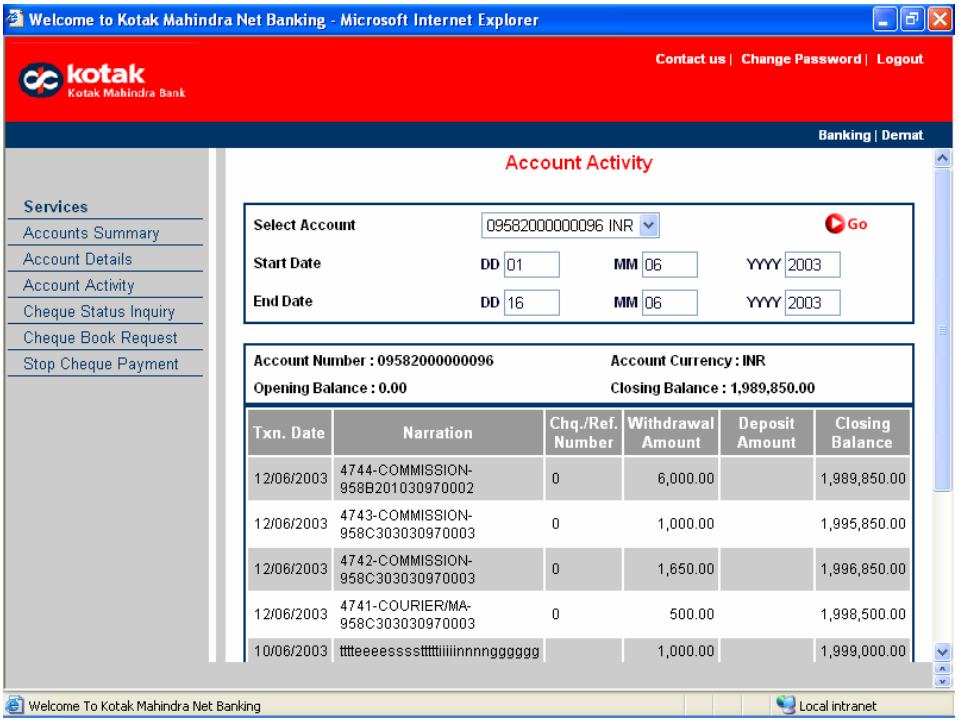
The details of the transactions carried out for the Accounts during a certain period are displayed under Account Activity. The information displayed for the transactions includes the Transaction Date, Narration, Cheque / Reference Number / Withdrawal Amount / Deposit Amount / Closing Balance.

1. Click ***Account Activity*** under Services in the menu. The account activity page is displayed.




2. Select the Account whose transaction details are to be displayed. All the accounts to which you have rights will be displayed. Specify the Start Date and the End Date for the period. The dates should be typed in the dd/mm/yyyy format.

Click ***Go***. The following information is displayed.

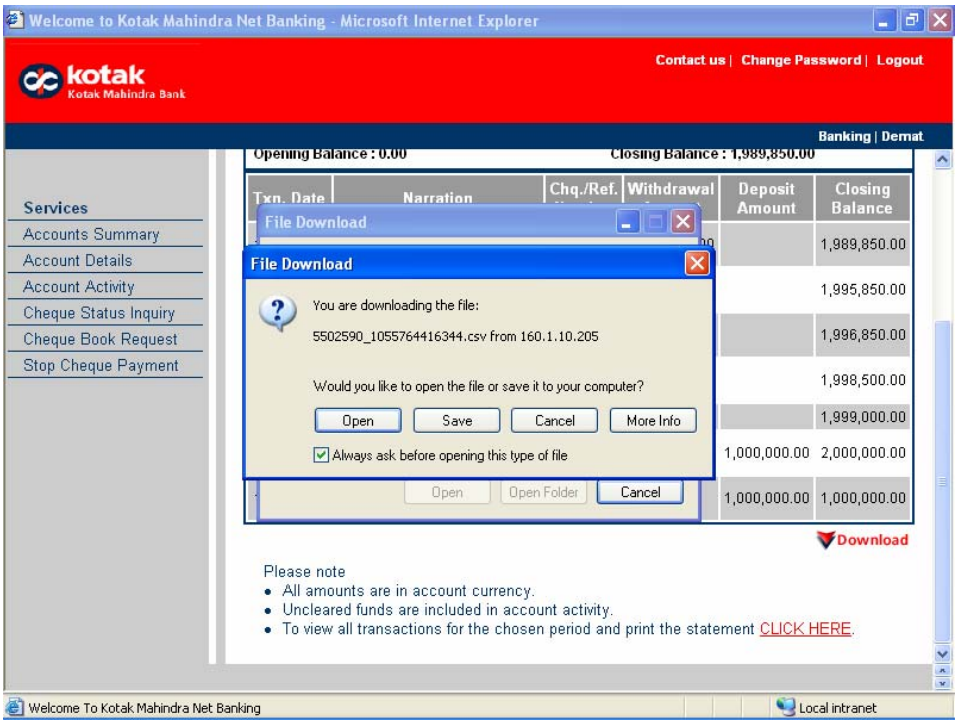


The details of the fields displayed are given below :

| Heading | Description |
|---|---|
| Transaction Date | The date on which the transaction was carried out |
| Narration | The transaction description |
| Chq/Ref. Number | The reference number allotted to the transaction |
| Withdrawal Amount | The amount debited to the account, if any |
| Deposit Amount | The amount credited to the account, if any |
| Closing Balance | The account balance as of the transaction date |

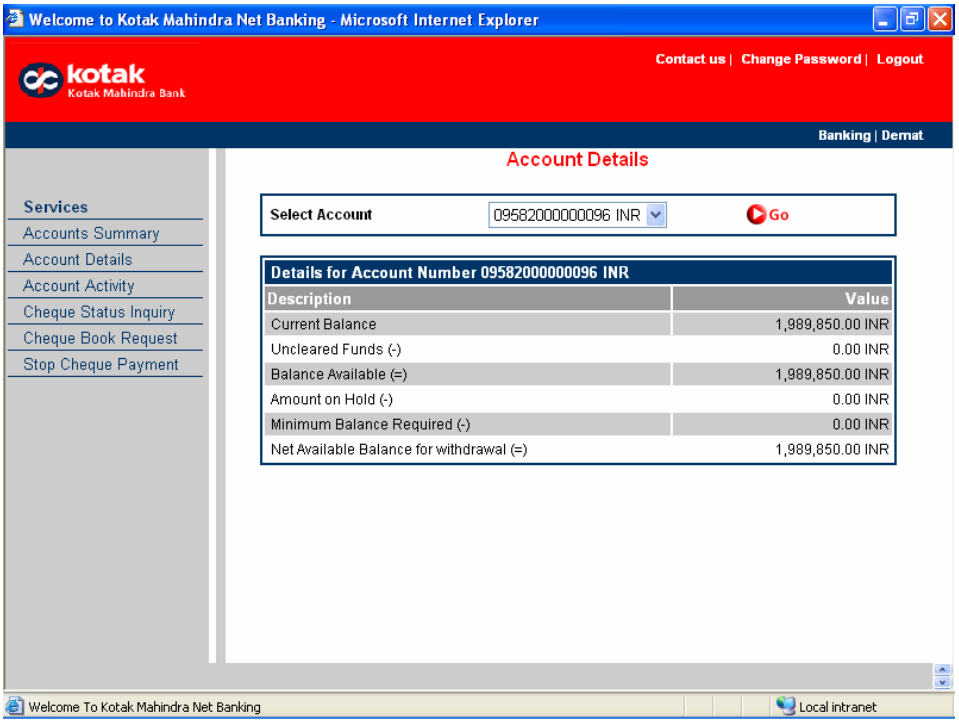
Click ***Next*** or ***Previous*** to view the next or previous set of records, respectively.

3. Click ***Download*** to download the activity in .csv (comma separated) format. This file can be opened in Microsoft Excel.




## Account Details

Click ***Account Details*** under Services in the menu. The account details page is displayed with the details of the first account in the Select Account pick list.



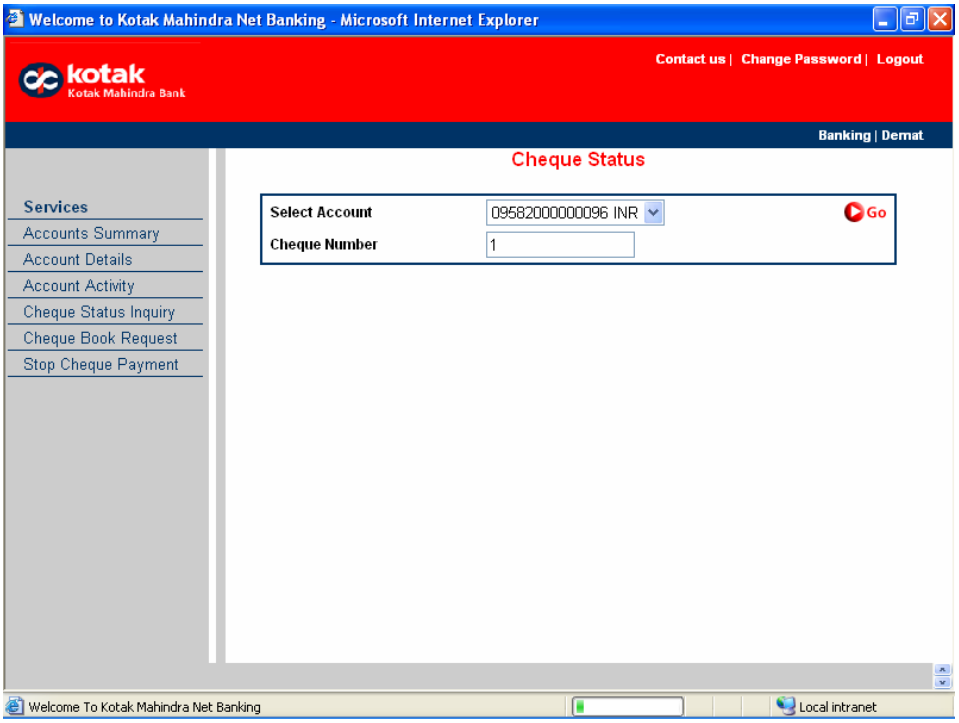

**To view details of a specific account:**

Select the account from the Select Account pick list. Click ***Go***. Details of the selected account are displayed. The row headings for the different accounts have been explained below:

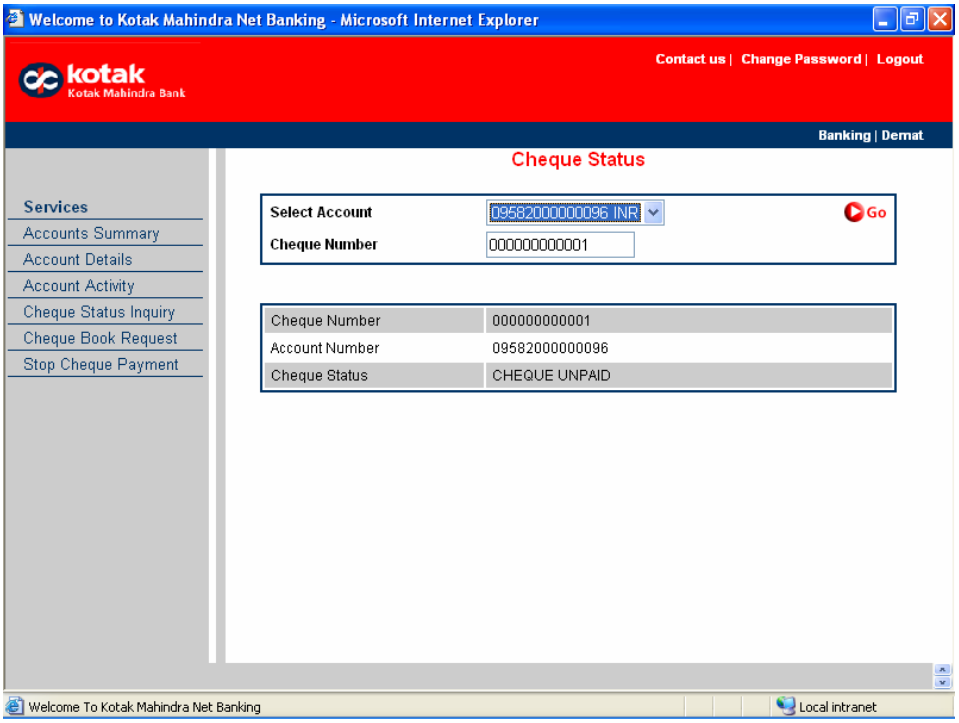
| Heading | Description |
|---|---|
| Current Balance | The withdrawal balance in your account |
| Uncleared Funds (-) | The total amount of Cheques deposited in your account, but not cleared |
| Balance Available (=) | Balance Available |
| Amount on Hold (-) | Funds kept under hold in your account |
| Minimum Balance Required (-) | Minimum Balance required for the account |
| Limits Available (+) (If Available) | Limits Available to the Account |
| Net Available Balance for Withdrawal (=) | Balance which can be withdrawn from the Account |

## Cheque Status Inquiry

1. Click ***Cheque Status Inquiry*** under Services in the menu. The Cheque status inquiry page is displayed.

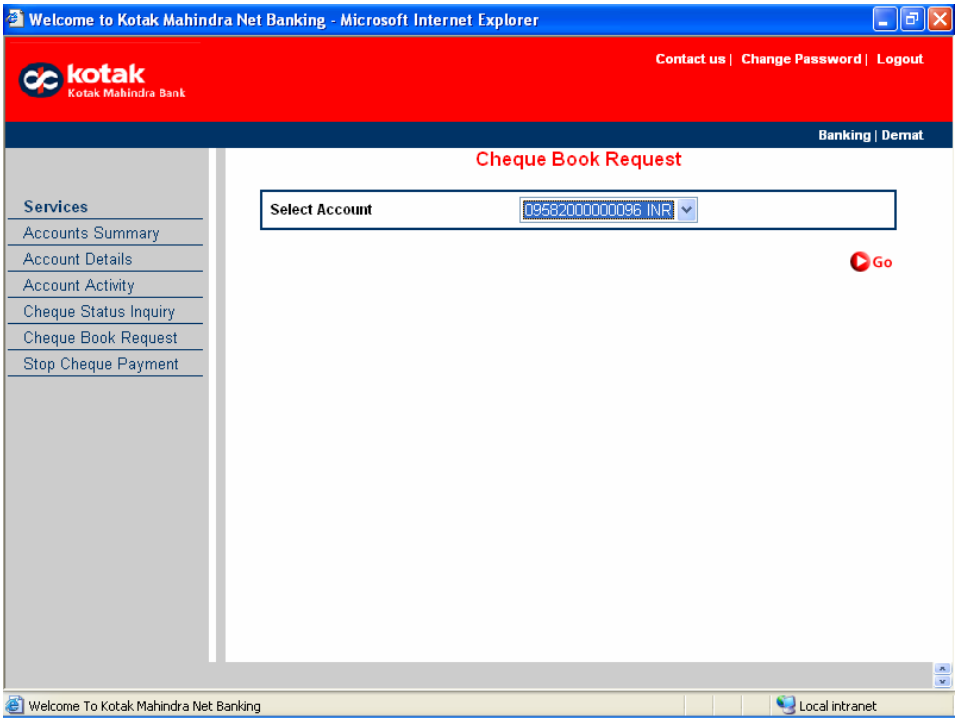



2. Specify an account to see the status of cheques issued from that account. Click ***Select Account***. A list of your current accounts with the Bank is displayed. Click on an account to select it. Type the Cheque Number and Click ***Go***. The Cheque status details are displayed.

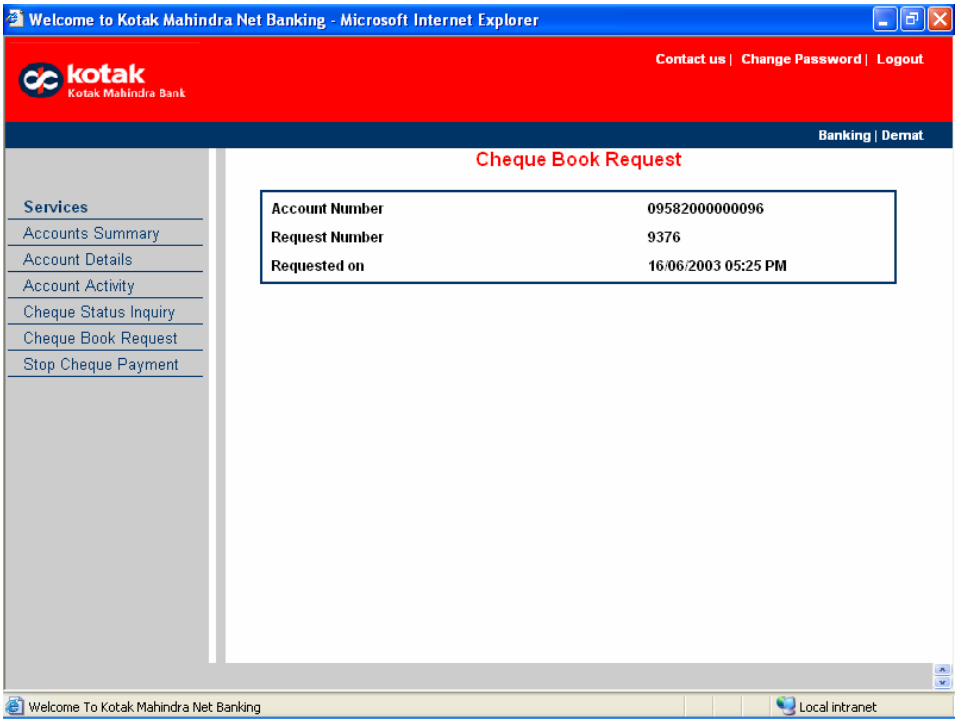


## Cheque Book Request

1. Place a request for a new Cheque book with this option. Click ***Cheque Book Request*** under Services in the menu. The Cheque Book Request page is displayed.

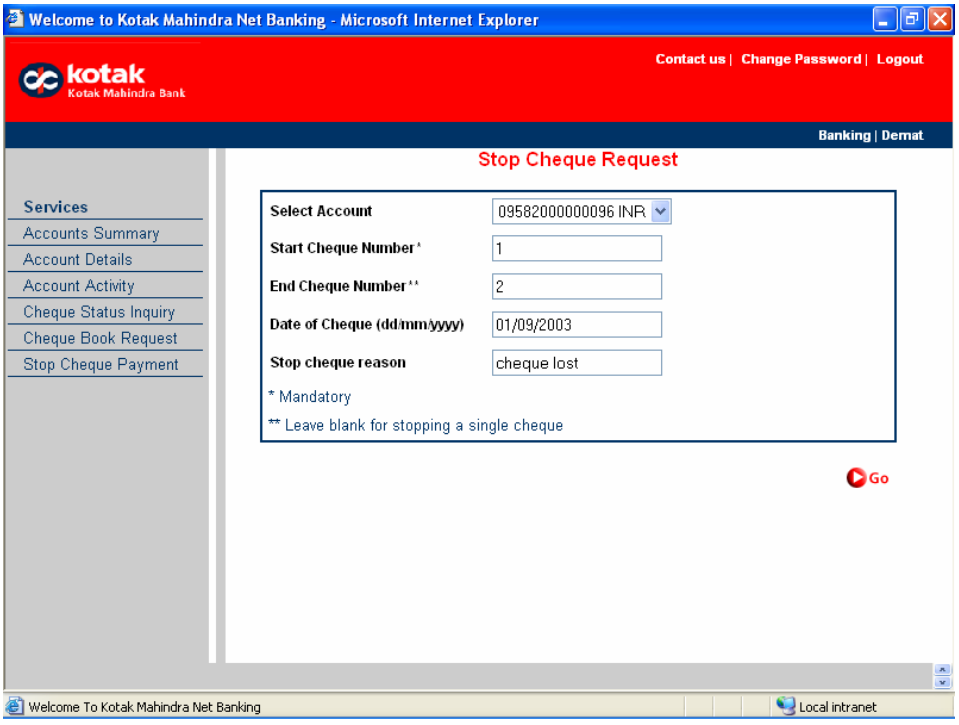



2. Select the Account from the Accounts displayed in the pick list. Click ***Go***. The ensuing page confirms your request and displays the request confirmation number.



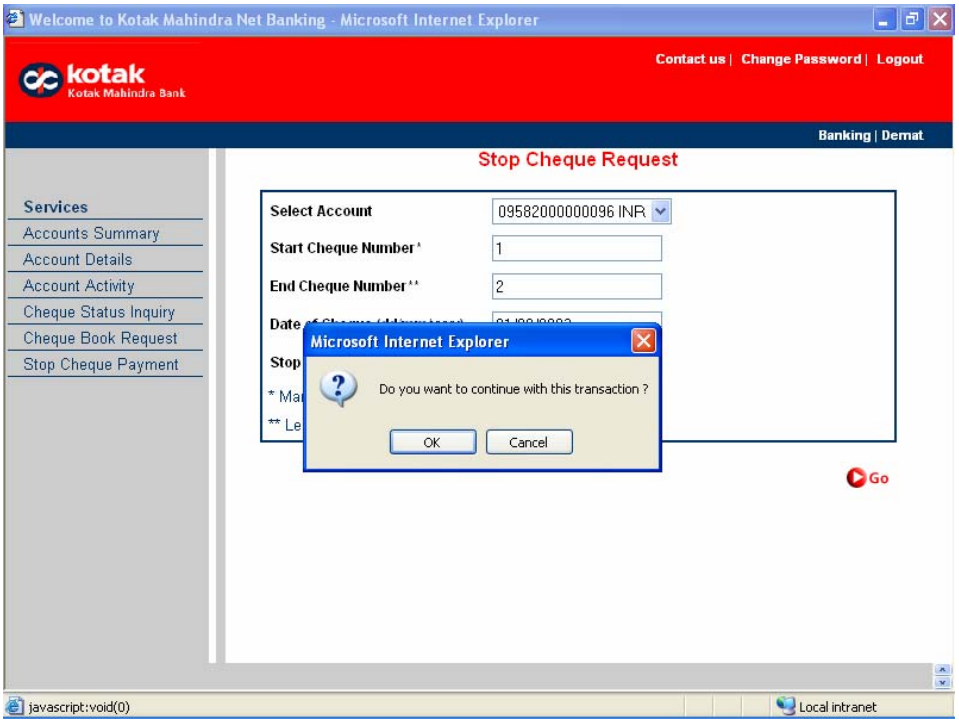

## Stopping Cheque Payment

1. Place a request using the Stop Cheque option to stop the payment of a cheque or a range of cheques issued from accounts accessible to you. Click ***Stop Cheque Payment*** under Services in the menu. The Stop Cheque Request page is displayed below.



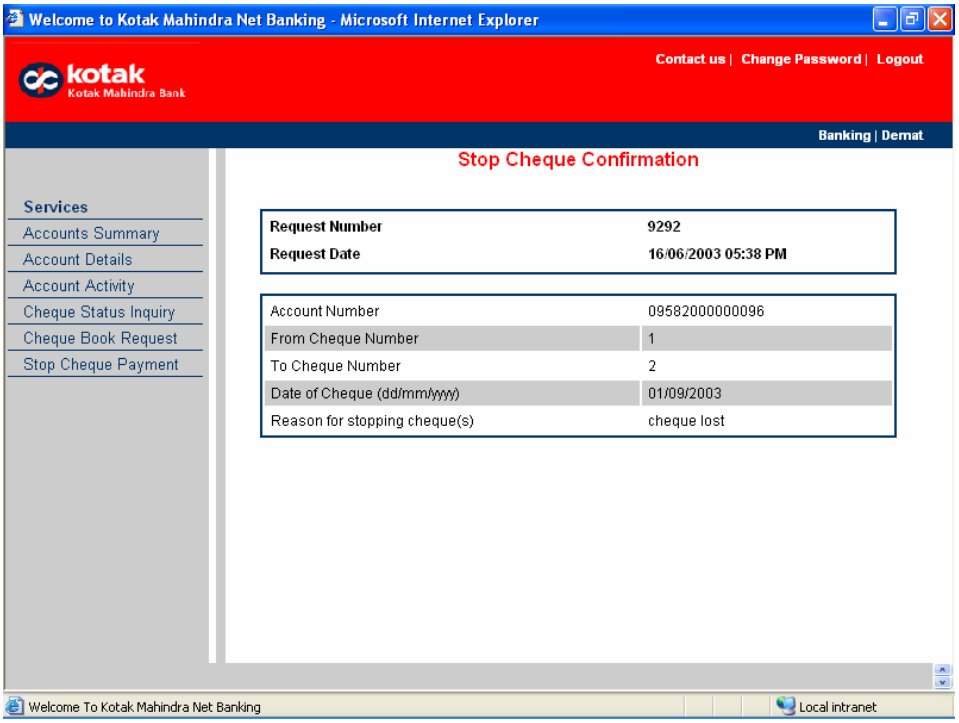
2. Select the account for which you want to stop cheque payment from the Select Account pick list. Type the Start Cheque number. Type the End Cheque number. Type the Date of Cheque. Click ***Go*** to start the process. The system asks for confirmation to proceed.
   On being prompted, click ***OK*** to confirm else click ***Cancel***.

Note: In case of a single Cheque, leave the End Cheque number blank.



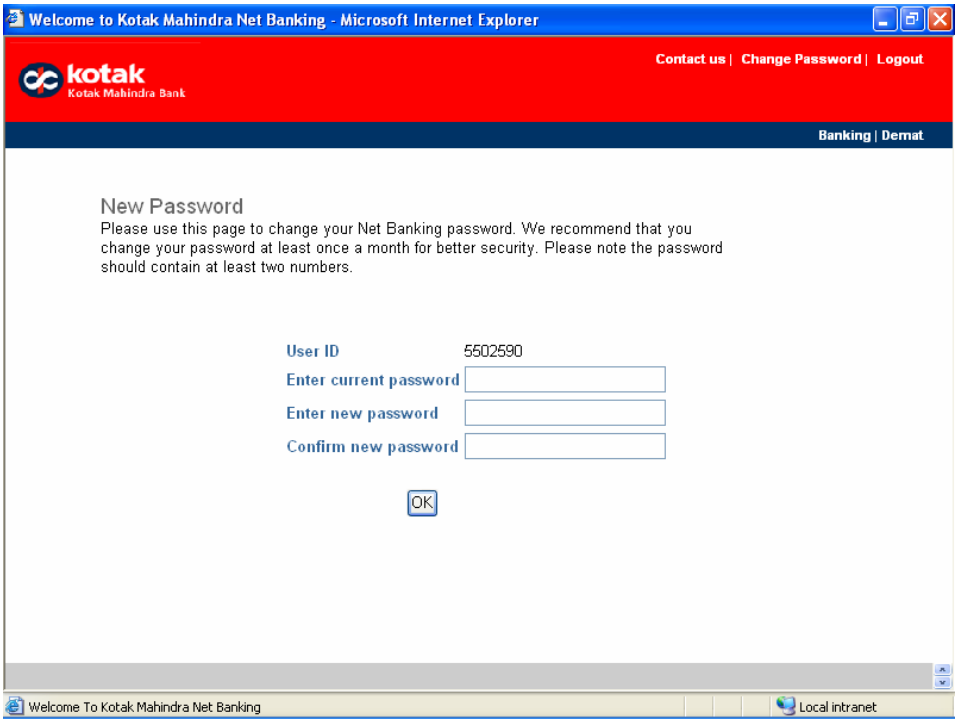

3. On clicking OK the request confirmation screen is displayed.

Note: If the Bank's system is busy and cannot service the transaction, a message to the same effect is displayed. In such a case, try stopping the Cheque after some time.



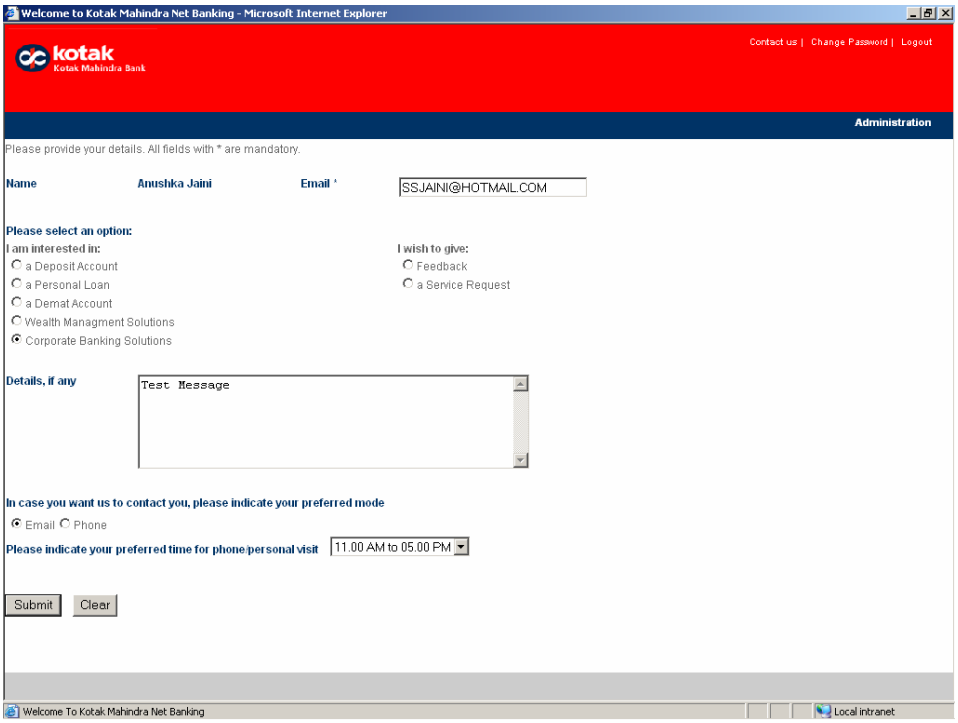

## Change Password

Users can change their password by Clicking on “Change password” displayed on the top menu bar. Key in your current password and new password and Click “OK”


Welcome to Kotak Mahindra Net Banking - Microsoft Internet Explorer
kotak
Kotak Mahindra Bank
Contact us | Change Password | Logout
Banking | Demat
New Password
Please use this page to change your Net Banking password. We recommend that you change your password at least once a month for better security. Please note the password should contain at least two numbers.
User ID 5502590
Enter current password
Enter new password
Confirm new password
OK
Welcome To Kotak Mahindra Net Banking
Local intranet

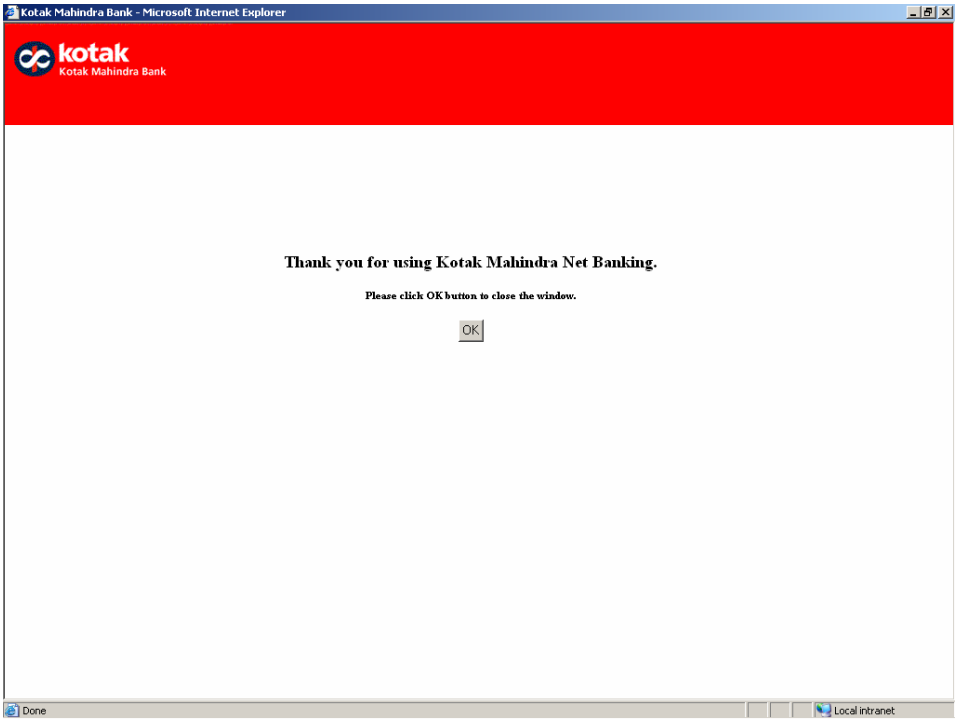
## Contact Us

User can send mails to the Bank by clicking “contact Us” on top menu bar.




## Logout

User can log-off by clicking on Logout. The following page is displayed when the administrator clicks on Logout.


Kotak Mahindra Bank - Microsoft Internet Explorer
kotak
Kotak Mahindra Bank
Thank you for using Kotak Mahindra Net Banking.
Please click OK button to close the window.
OK
Done
Local intranet